

Test Information Distribution Engine (TIDE)

Understanding the new TIDE Interface and Troubleshooting Tips

Objectives

Preparing for Testing

- Activating your new TIDE account and logging in to TIDE
- Navigating the TIDE interface
- Understanding account permissions
- Managing user accounts
- Managing student information and test settings

Administering Tests

- Managing test improprieties
- Monitoring test progress

After Testing

- Managing non-participation codes

ISAT Portal

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[Get Started](#)
[Resources](#)
[FAQs](#)
[Supported Browsers](#)
[Register for email alerts](#)
[Manage Account](#)

[ELA/Literacy & Math Assessments](#)
[Science & End of Course Assessments](#)
[Alternate Assessment ELA & Math](#)
[Technology Information](#)
[Students & Families](#)

Recent Announcements

- The Online Reporting System (ORS) is now live! Users will be able to access this system via the ELA/Literacy & Math Assessments, Science & End of Course Assessments, and Alternate Assessments cards found on the home page. As a reminder, Participation Reports will not be available through ORS during the 2016-17 administration. These will now be available through TIDE. ORS will continue to offer Score Reports and Retrieve Student Results data.
Added August 16, 2016
- The Test Delivery System (TDS) is now available on the portal. The TDS includes ICAs and IABs Test Administration, and the Test Administration Application (AVA), and the Test Administration System (TAS) cards can be accessed via the ELA/Literacy & Math Assessments icon found on the home page. Practice & Training Tests can be accessed via the icon found on the home page, under Students & Families and ELA/Literacy & Math Assessments.
A new announcement will be posted when the updated 2016-17 Test Delivery System Test Administrator (TA) user guide is available. In the meantime, there is a Test Administration Quick Guide available in the ELA/Literacy & Math Assessments Resources section under the sub-folder AIR Online Systems - User Guides.
Please be aware there will be no Test Administration icons for Science & End of Course and Alternate Assessments until these tests go live. Please refer to the Important Dates section for specific go-live dates.
Added August 18, 2016
- The 2016-17 TA Certification Course is now available on the portal. The TA Certification can be accessed via the icon found under the ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math pages. This course is mandatory for anyone administering an assessment. Once individuals complete the course, TIDE will automatically be updated to indicate course completion and access to administer test sessions. The TA Certification Course can be accessed via the icon found under the ELA/Literacy & Math Assessments, Science & End of Course Assessments, or Alternate Assessment ELA & Math pages.
Added August 16, 2016

Welcome!

This site demonstrates the features that are available on the portals created by AIR to access the assessment systems.

Teacher Scoring Application

Teachers will be able to apply to assist with scoring spring 2017 Summative Assessments later this winter. We will provide more information as soon as the application process becomes available. When applying, teachers who have had experience hand scoring interim assessment items should indicate this on their application.

[Important Dates](#)
[Contact Us](#)
[Idaho Statewide Assessment Group on Edmodo](#)
[System Status](#)
[Secure Browsers](#)

[ELA/Literacy & Math Assessment Resources](#)
[TIDE](#)
[Test Administration](#)

[Online Reporting System](#)
[Assessment Viewing Application](#)
[TA Certification Course](#)

[Digital Library by Smarter Balanced](#)
[Teacher Hand Scoring System](#)
[AIR Ways Reporting](#)

[Test Administration Manual](#)
[Data Entry interface](#)
[Classroom Activities: Interim & Practice Tests](#)

[Practice & Training Test Administration](#)

ISAT Portal

Home Get Started **Resources** FAQs Supported Browsers Welcome, Diana | Edit Settings | Logout

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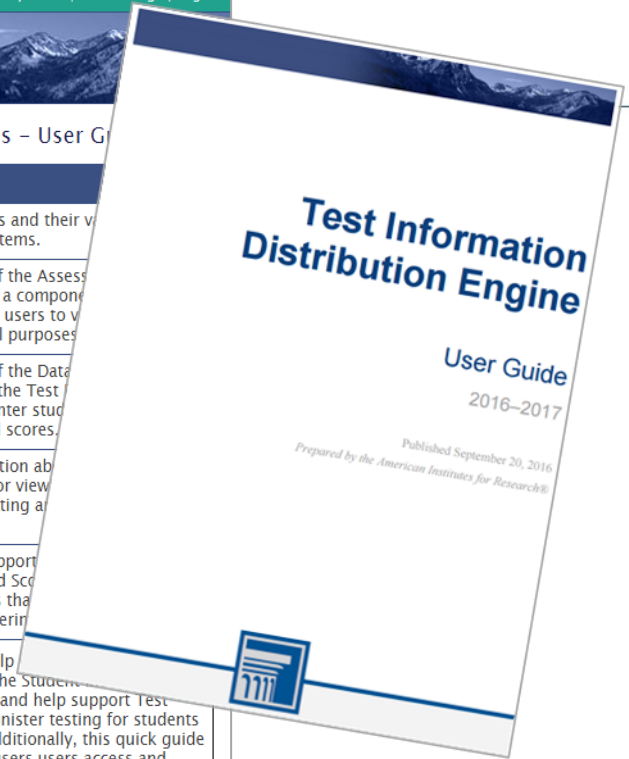
Search Resources

Advanced Search


- ELA/Literacy & Math Assessments
 - AIR Online Systems
 - Training Modules
 - User Guides
 - Summative Assessments
 - Accessibility & Accommodations
 - Interim Assessments
 - Reporting
 - Digital Library
 - Practice & Training Tests
 - Communication Toolkit
 - District & School Implementation Guidance
 - Science/EOC Assessments
 - Alternate Assessments ELA & Math
 - Students and Families
 - Technology Information


ELA/Literacy & Math Assessments – AIR Online Systems – User Guides

Resource	Description
AIR System's User Roles Chart [PDF] Updated September 14, 2016	This document outlines user roles and their various features for all the AIR online systems.
Assessment Viewing Application (AVA) [PDF] Updated August 18, 2016	This user guide supports users of the Assessment Viewing Application (AVA). It functions as a component of the Test Information Distribution System (TIDS) that allows users to view test results for administrative or instructional purposes.
Data Entry Interface User Guide (Coming Soon)	This user guide supports users of the Data Entry Interface (DEI). The DEI is a component of the Test Information Distribution System (TIDS) that allows authorized users to enter student data, such as item responses and scores.
Online Reporting System (ORS) User Guide [PDF] Updated June 3, 2016	This user guide provides information about the Online Reporting System (ORS), including instructions for viewing test management resources, creating a report, and searching for students.
Teacher Hand Scoring System (THSS) User Guide [PDF] Updated August 18, 2016	The user guide is designed to support Test Administrators using the Teacher Hand Scoring System (THSS) to manage and score test responses that are scanned for the optional Idaho Interim Assessment.
Test Administrator User Guide (Coming Soon)	This user guide is designed to help Test Administrators navigate the Test Information Distribution System (TIDS) including the Student Data Entry Interface, the Test Administrator Interface, and help support Test Administrators manage and administer testing for students participating in the ISAT tests. Additionally, this quick guide will provide information to help users access and navigate the Practice and Training tests available in TIDS.
Test Administrator Quick Guide [PDF] Updated August 16, 2016	
Practice and Training Test Quick Guide [PDF] Updated August 16, 2016	
Test Information Distribution Engine (TIDE) User Guide [PDF] Updated September 19, 2016	This user guide is designed to help users easily navigate the Test Information Distribution Engine (TIDE) system.
TIDE Quick Guide [PDF] Updated September 1, 2016	This document is a Quick Guide to assist with uploading users and students in the Test Information Distribution Engine (TIDE) system.



Activating a TIDE Account







[Forgot Your Password?](#)

Secure Login

Reset Your Password





Submit

[Return to Login Page](#)

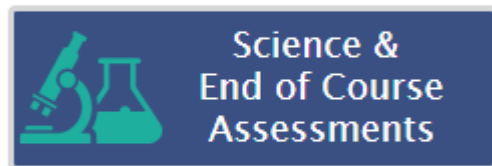
Security question


Security answer


[Delete](#)

[+ Add a question](#)

Logging in to TIDE







[Forgot Your Password?](#)

TIDE Home Page

The screenshot shows the TIDE Home Page interface. At the top, the IDAHO State Department of Education logo is on the left, and navigation links for General Resources, Help, Manage Account, and Log out are on the right. The user's role is identified as DA for the 2016-2017 administration. The main content area is divided into three columns: 'Preparing for Testing' (orange), 'Administering Tests' (teal), and 'After Testing' (light blue). A red arrow points to the 'Users' link in the 'Preparing for Testing' column. A search bar for 'Find Student by ID' is located in the top right of the main area. An inset document titled '2016-2017 User Roles and Access to Idaho' is shown in the bottom right corner.

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Administration: ID 2016-2017 | Role: DA

General Resources ▼ ? Help Manage Account ▼ Log out

Find Student by ID

Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters

Administering Tests

- Print Testing Tickets
- Test Improperities
- Test Progress Management

After Testing

- Data Cleanup

2016-2017 User Roles and Access to Idaho

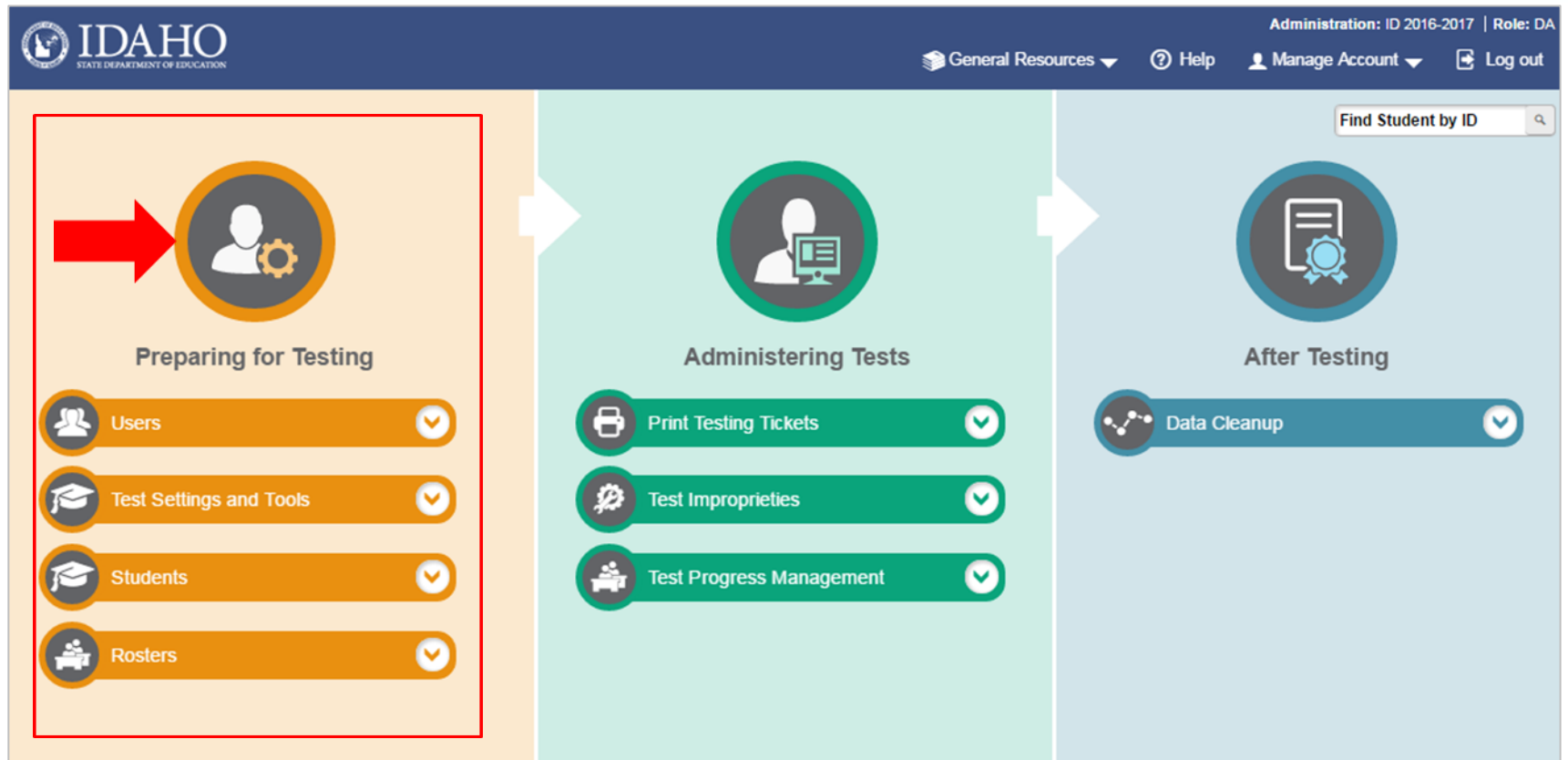
This table provides a brief overview of AIR's systems and which users can access within each system. For TIDE, features are referred to by their corresponding tab. system contains complete information about each system's features.

Note: *DA, DC, and SC users can only view, add, or modify the users in the lower role level. For example, DAs cannot add or modify other DA users, and any district-level

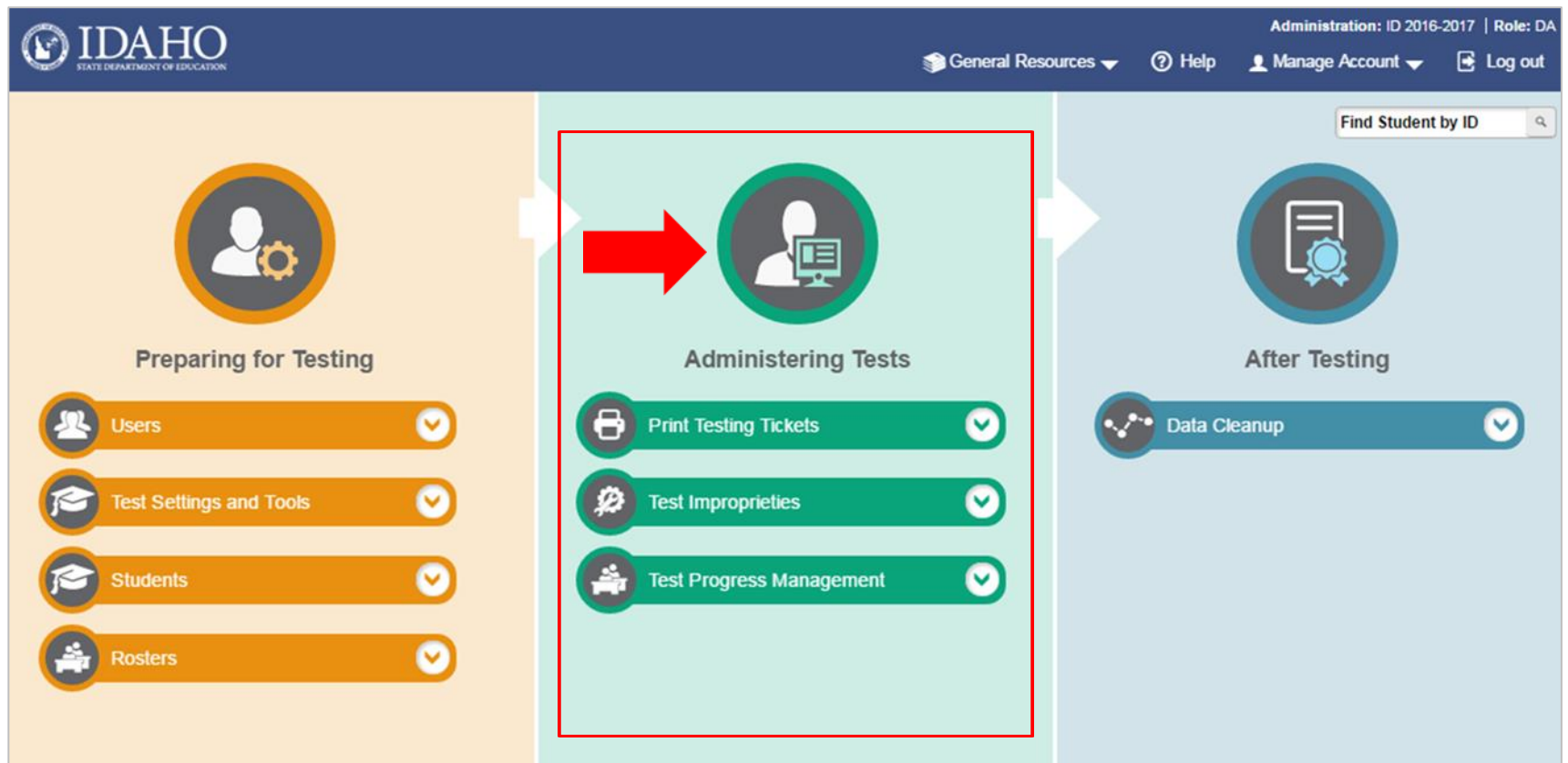
	District Administrator (DA)	District Test Coordinator (DC)	School *
Administration Tasks			
My Account			
Manage Students			
Add Students			
Upload Students via a file upload			
Upload Student Settings (Accommodations)			
View/Edit/Export Students			
Manage Users			
Add Users			
Upload Users			
View/Edit Users			
Delete Users			
Manage Rosters			
Manage Rosters			
Upload Rosters			
General Resources			
Download Voice Pack			
Test Improperities			
Create Test Improperity Requests			

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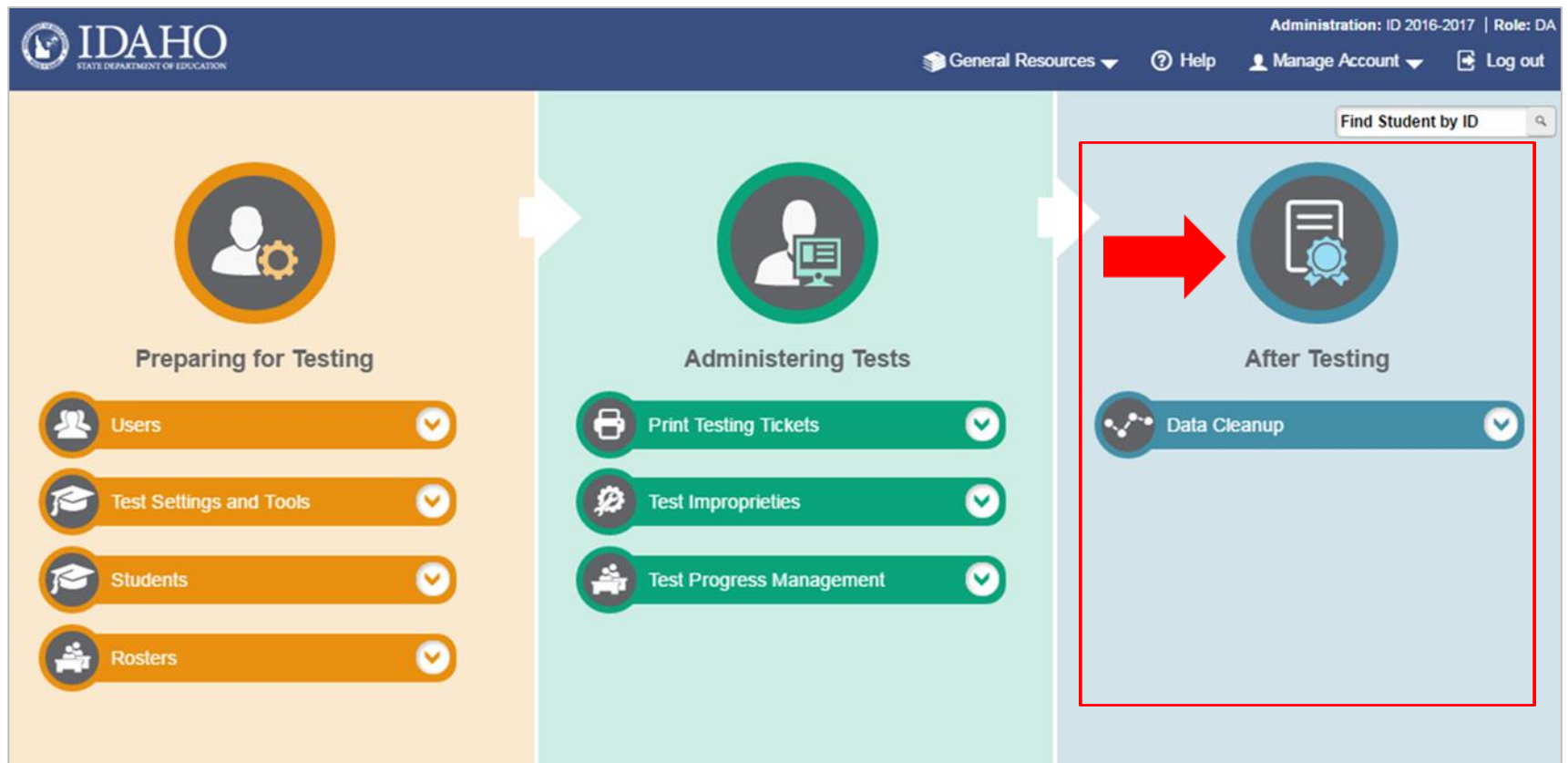
Overview of TIDE Tasks



Overview of TIDE Tasks



Overview of TIDE Tasks



Banner



Resources

TIDE ▼



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General Resources ▼

Download Voice Pack

Help

Administration: ID 2016-2017 | Role: ADMIN

Manage Account ▼

Log out

Navigation Toolbars

Navigation Toolbar:

- Home icon
- User icon
- Preparing for Testing
- Administering Tests
- After Testing
- Find Student by ID

Navigation Bar:

- Users
- Students
- Test Settings and Tools
- Rosters
- Paper Ordering
- Test Windows

Add Roster

Use this page to add rosters. [more info](#)

- Under *Search for Students to Add to the Roster*, select search criteria to retrieve students you want to add to the roster. Click **Search Students to Add to the Roster**.
- Under *Add Students to the Roster*, enter a roster name, and select a teacher.
- Under *Available Students* and *Students to Be Added to Roster*, mark checkboxes for students you want to add to or remove from the roster.
- Click **Add Selected** or **Remove Selected**. (You can also use **Add All** or **Remove All** to add or remove all the students.)

Buttons: Save, Cancel

Search for Students to Add to the Roster

*District: Waterhaven District
*School: Reflection Academy
Grade: None selected
Students Added to School Since: 01 day

Test Settings and Tools Filters

Test Settings and Tools: Zoom

Zoom: ☐ Level 1
☐ Level 2

Criteria Chosen:

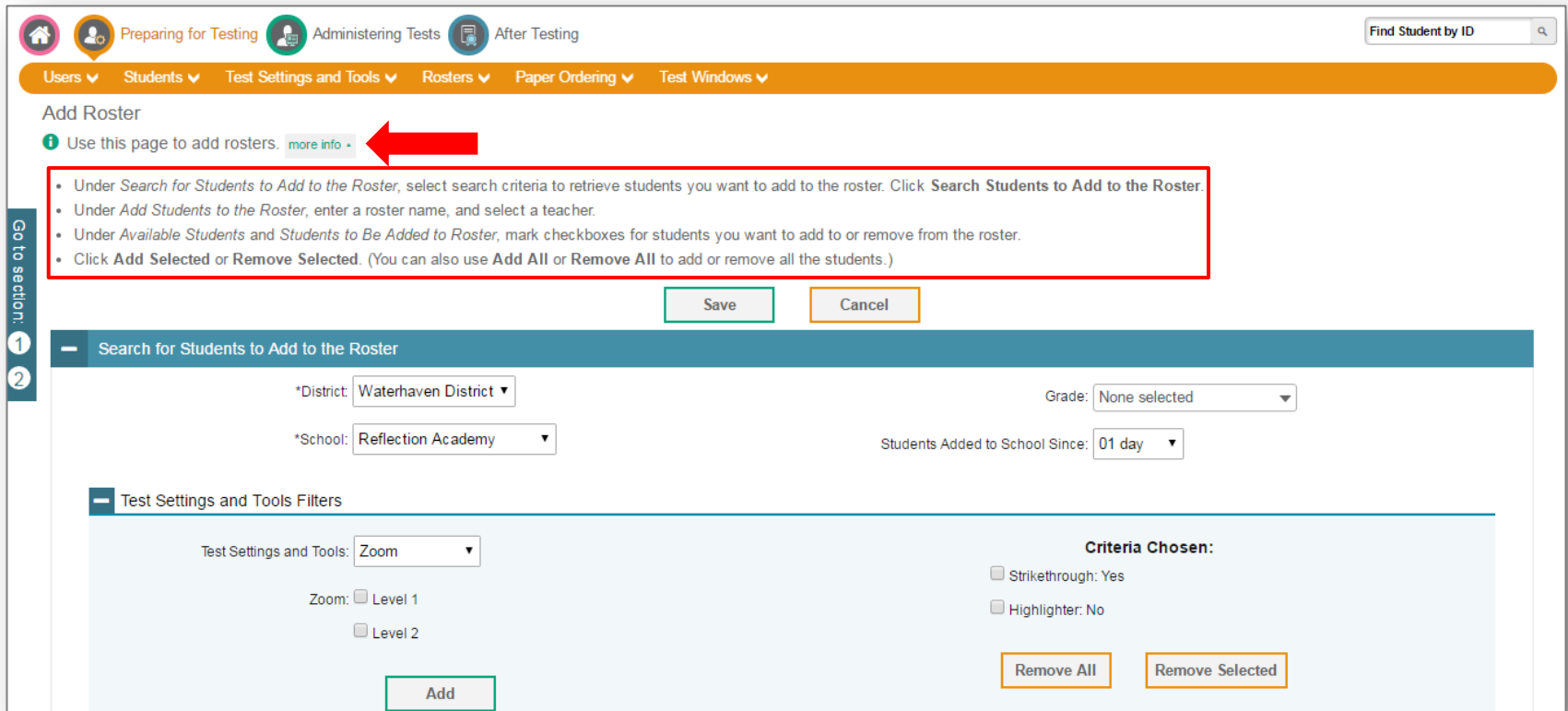
☐ Strikethrough: Yes
☐ Highlighter: No

Buttons: Add, Remove All, Remove Selected

Go to section:

- 1
- 2

Help Text



Go to section:
1
2

Preparing for Testing **Administering Tests** **After Testing**

Find Student by ID

Users **Students** **Test Settings and Tools** **Rosters** **Paper Ordering** **Test Windows**

Add Roster

Use this page to add rosters. [more info](#)

- Under *Search for Students to Add to the Roster*, select search criteria to retrieve students you want to add to the roster. Click **Search Students to Add to the Roster**.
- Under *Add Students to the Roster*, enter a roster name, and select a teacher.
- Under *Available Students* and *Students to Be Added to Roster*, mark checkboxes for students you want to add to or remove from the roster.
- Click **Add Selected** or **Remove Selected**. (You can also use **Add All** or **Remove All** to add or remove all the students.)

Save **Cancel**

Search for Students to Add to the Roster

*District: Grade:

*School: Students Added to School Since:

Test Settings and Tools Filters

Test Settings and Tools:

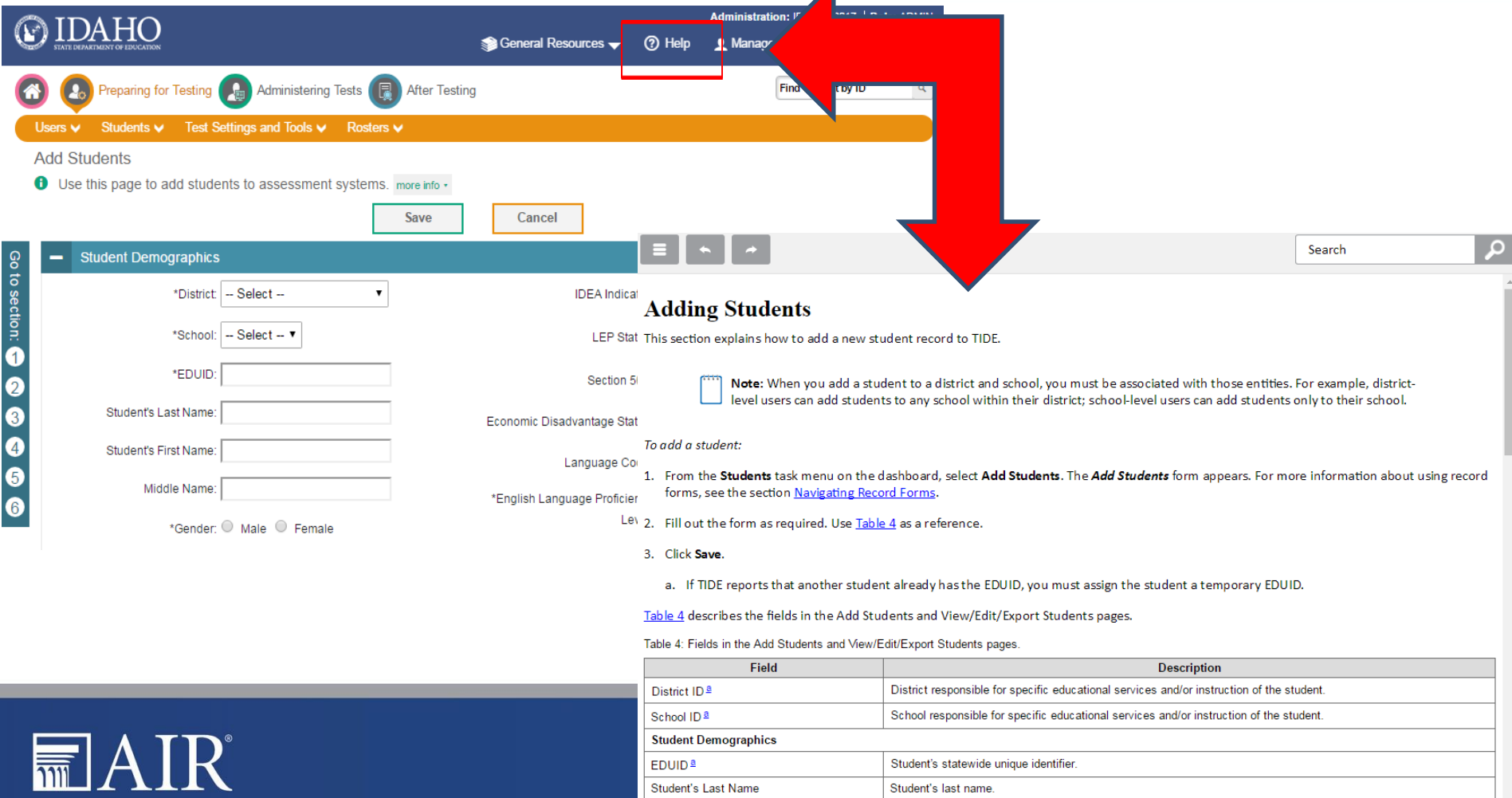
Zoom: ☐ Level 1 ☐ Level 2

Criteria Chosen:

☐ Strikethrough: Yes ☐ Highlighter: No

Add **Remove All** **Remove Selected**

Online TIDE User Guide



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General Resources **Help** Administration: IF Management

Preparing for Testing Administering Tests After Testing

Users Students Test Settings and Tools Rosters

Add Students

Use this page to add students to assessment systems. [more info](#)

Save Cancel

Student Demographics

*District: -- Select --

*School: -- Select --

*EDUID:

Student's Last Name:

Student's First Name:

Middle Name:

*Gender: ☐ Male ☐ Female

Adding Students

This section explains how to add a new student record to TIDE.

Note: When you add a student to a district and school, you must be associated with those entities. For example, district-level users can add students to any school within their district; school-level users can add students only to their school.

To add a student:

1. From the **Students** task menu on the dashboard, select **Add Students**. The **Add Students** form appears. For more information about using record forms, see the section [Navigating Record Forms](#).
2. Fill out the form as required. Use [Table 4](#) as a reference.
3. Click **Save**.

If TIDE reports that another student already has the EDUID, you must assign the student a temporary EDUID.

[Table 4](#) describes the fields in the Add Students and View/Edit/Export Students pages.

Table 4: Fields in the Add Students and View/Edit/Export Students pages.

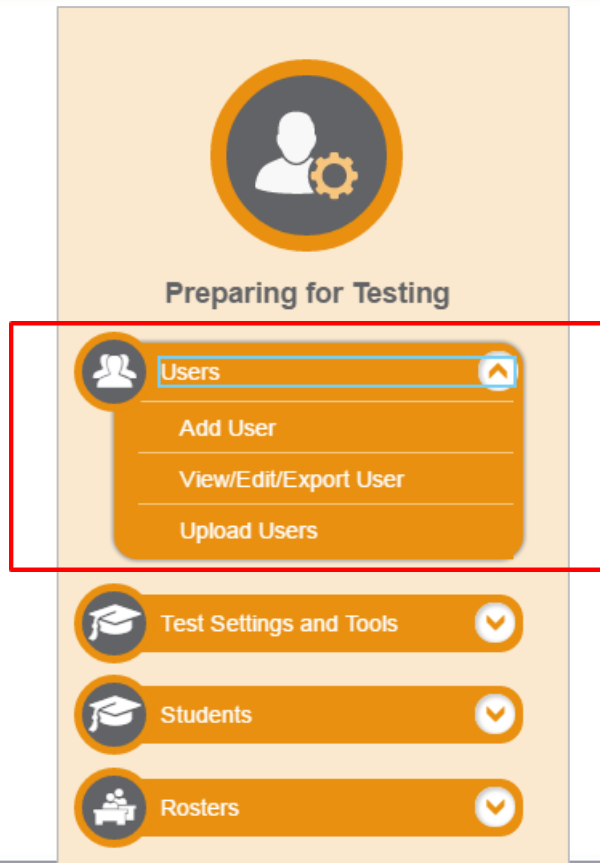
Field	Description
District ID ^a	District responsible for specific educational services and/or instruction of the student.
School ID ^a	School responsible for specific educational services and/or instruction of the student.
Student Demographics	
EDUID ^a	Student's statewide unique identifier.
Student's Last Name	Student's last name.

Roles and Permissions

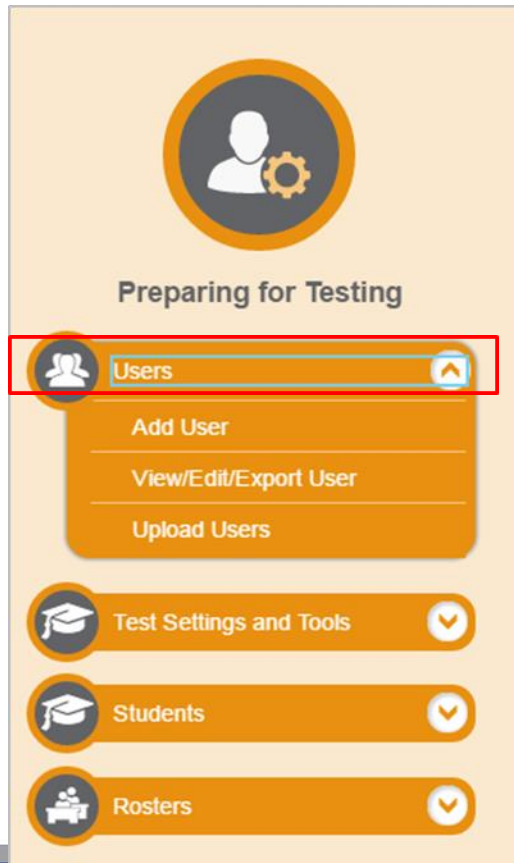
Task	DA	DC	SC	TE	TA	Alt TA
Adding Students	✓	✓				
Viewing and Editing Students	✓	✓	✓	✓	✓	✓
Adding User Accounts	✓	✓	✓			
Viewing and Editing User Details	✓	✓	✓			
Creating Invalidation Requests	✓	✓	✓			
Working with Rosters of Students	✓	✓	✓	✓		
Generate Plan and Manage Testing Reports	✓	✓	✓	✓	✓	✓

For a detailed list of user roles and associated permissions, see the 2016-2017 User Roles and Access to Idaho Assessment Systems.

Users




Add User



The sidebar menu is titled "Preparing for Testing" and features a large circular icon of a person with a gear. Below the title, there is a red-bordered box containing a "Users" button with a person icon and an upward arrow. Underneath this box are three orange buttons: "Add User", "View/Edit/Export User", and "Upload Users". At the bottom of the sidebar are three more orange buttons: "Test Settings and Tools", "Students", and "Rosters", each with a corresponding icon and a dropdown arrow.

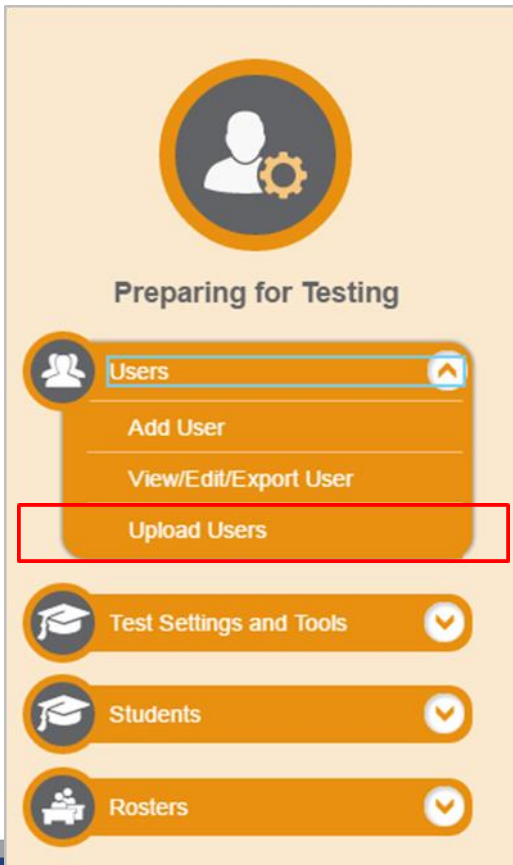
Add User

 Use this page to add users to assessment systems. [more info](#)

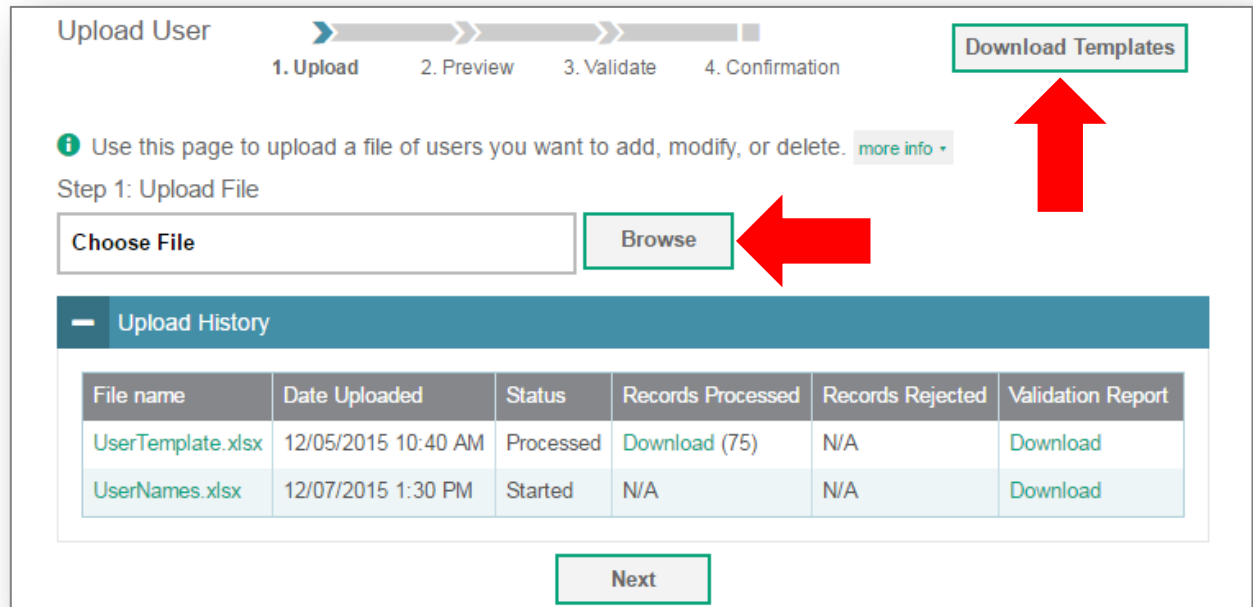
Demographics

*Role:	<input type="text" value="- Select -"/>	*Email Address:	<input type="text"/>
*District:	<input type="text" value="Waterhaven District"/>	*First Name:	<input type="text"/>
*School:	<input type="text" value="- Select -"/>	*Last Name:	<input type="text"/>
		Phone:	<input type="text"/>

Upload Users



The sidebar menu is titled "Preparing for Testing" and features a circular icon with a person and a gear. Below the title, there are four menu items: "Users", "Add User", "View/Edit/Export User", and "Upload Users". The "Upload Users" item is highlighted with a red rectangular box. Below these items are three more menu items: "Test Settings and Tools", "Students", and "Rosters", each with a dropdown arrow.




The "Upload User" interface shows a progress bar with four steps: 1. Upload, 2. Preview, 3. Validate, and 4. Confirmation. The "Upload" step is currently active. A "Download Templates" button is located in the top right corner. Below the progress bar, there is an information icon and a message: "Use this page to upload a file of users you want to add, modify, or delete." followed by a "more info" link. The "Step 1: Upload File" section includes a "Choose File" input field and a "Browse" button. A red arrow points to the "Browse" button. Below this is an "Upload History" table with the following data:



File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
UserTemplate.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
UserNames.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download



A "Next" button is located at the bottom of the interface. Another red arrow points to the "Download Templates" button.



Upload Users





Preparing for Testing


 **Users** 
Add User
View/Edit/Export User
Upload Users

 **Test Settings and Tools** 

 **Students** 

 **Rosters** 



Upload User
1. Upload 2. Preview 3. **Validate** 4. Confirmation









Download Validation Report

Review the validation results, then click **Continue with Upload.** [more info](#)

Step 3: Validate

Legend:  **Error:** The file can be uploaded, but this row will not be included.  **Warning:** This field is invalid, but the row will be uploaded.

Row Number	District ID	School ID	First Name	Last Name	Email Address	Phone Number	Role	Action
1	12345	i234gg234	Adams	John	AdamsJ@air.org	(123)234-4567	TA	 Empty
3	52138	e789rg334	Washington	George	 Washington.G@air.org	(222)333-4444	ST	Delete
8	30459	 e2df33235	Jefferson	Thomas	JeffersonT@air.org	(123)456-0987	ST	Delete
9	30459	e2df33235	 Quincy.	John	QuincyJ@air.org		ST	Add
11	20212	i904rr231	Robards	Rachel	RobardsR@air.org		STC	 Empty
14	20212	 i904rr231	Gardiner	Julia	GardinerJ@air.org		TA	Delete


Continue with Upload **Upload Revised File** **Cancel**

Upload - Users







	A	B	C	D	E	F	G	H
1	District ID	School ID	FirstName	LastorSurname	ElectronicMailAddress	TelephoneNumber	Role	Action
2	001	0002	Demo	User	duser@school.org	1234567891	TE	DELETE
3	001	0002	Demo	User	duser@school.org	1234567891	SC	ADD


View/Edit/Export User



Preparing for Testing

- Users 
- Add User
- View/Edit/Export User**
- Upload Users
- Test Settings and Tools 
- Students 
- Rosters 

View/Edit/Export User

 Use this page to view, edit, or export users. [more info](#)

— Search for Users to Edit

*Role: All Roles ▼

*District: Waterhaven District ▼

*School: All Schools ▼


Search

Email Address:

First Name:


Last Name:

Phone:




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View/Edit/Export User





Preparing for Testing



 **Users** 



Add User

View/Edit/Export User

Upload Users


 **Test Settings and Tools** 


 **Students** 



 **Rosters** 







View/Edit/Export User

 Use this page to view, edit, or export users. [more info](#)

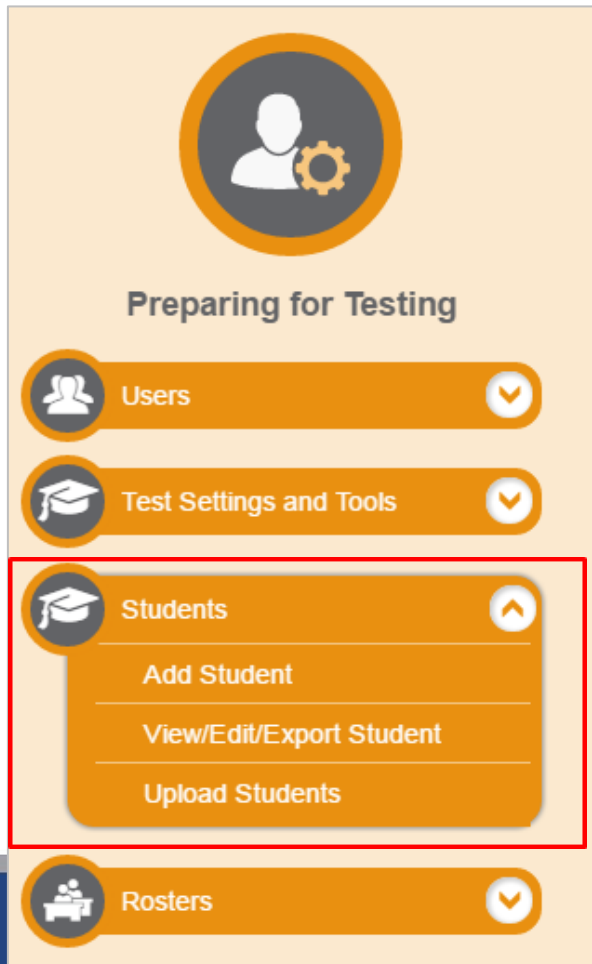
 Search for Students to Edit

Number of users found: 8

<input type="checkbox"/>	Edit	Role	District	School	Email Address	First Name	Last Name	Phone
<input checked="" type="checkbox"/>		TA	Waterhaven District - 9873	Reflection Academy - 9873_4086	WashingtonF@air.org	Fred	Washington	(202)123-4567
<input checked="" type="checkbox"/>		STC	Waterhaven District - 9873	Reflection Academy - 9873_4086	AdamsJ@air.org	James	Adams	(202)321-7654
<input type="checkbox"/>		ST	Waterhaven District - 9873	Exhibit Charter School - 9873_9210	BrownJ@air.org	Jacqueline	Brown	
<input type="checkbox"/>		TA	Waterhaven District - 9873	Exhibit Charter School - 9873_9210	AbrahamC@air.org	Abraham	Charles	(202)123-3211

Students



The image shows a vertical menu titled "Preparing for Testing" with a circular icon of a person and a gear. The menu contains five items: "Users", "Test Settings and Tools", "Students", "Rosters", and "Add Student". The "Students" item is highlighted with a red border and expanded to show three sub-options: "Add Student", "View/Edit/Export Student", and "Upload Students".

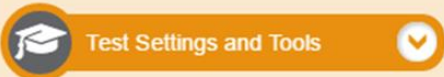
Preparing for Testing

- Users
- Test Settings and Tools
- Students**
 - Add Student
 - View/Edit/Export Student
 - Upload Students
- Rosters

Add Student



Preparing for Testing



View/Edit/Export Student

Upload Students



Student Demographics

*District: Demo district 9999 - 9999 ▼

*School: -- Select -- ▼

*EDUID:

Student's Last Name:

Student's First Name:

Middle Name:

*Gender: ☐ Male ☐ Female

Birth Date (MMDDYYYY):

*Confirmation Code:

*Grade: -- Select a value -- ▼

IDEA Indicator: ☐ Yes ☐ No

LEP Status: ☐ Yes ☐ No

Section 504: -- Select a value -- ▼

Economic Disadvantage Status: ☐ Yes ☐ No

Language Code:

*English Language Proficiency Level: -- Select a value -- ▼

Migrant Status: ☐ Yes ☐ No

First Entry Date into a US School
(MMDDYYYY):

Limited English Proficiency Entry Date
(MMDDYYYY):

Limited English Proficiency Exit Date
(MMDDYYYY):

Title III Language Instruction Program
Type: -- Select a value -- ▼

Primary Disability Type: -- Select a value -- ▼


Interim Eligibility

Interim Testing Grade

Mathematics: None selected ▼

English Language Arts: None selected ▼

Add Student



Preparing for Testing

- Users
- Test Settings and Tools
- Students
 - Add Student**
 - View/Edit/Export Student
 - Upload Students
- Rosters

Test Settings and Tools

Test Settings and Tools	ELA	ELA-PT	Mathematics
Print Size ?	No default zoom applied ▾	No default zoom applied ▾	No default zoom applied ▾
Color Contrast ?	Black on White ▾	Black on White ▾	Black on White ▾
Language (Designated Supports and Accommodations) ?	English ▾	English ▾	English ▾
Text-To-Speech (Designated Supports and Accommodations) ?	None ▾	None ▾	None ▾
Streamlined Interface Mode ?	OFF	OFF	OFF
Translation (Glossary) ?	English Glossary ▾	English Glossary ▾	English Glossary ▾
Masking ?	Masking Not Available ▾	Masking Not Available ▾	Masking Not Available ▾
Permissive Mode ?	Permissive Mode Disabled ▾	Permissive Mode Disabled ▾	Permissive Mode Disabled ▾
American Sign Language ?	Do not show ASL videos ▾	Do not show ASL videos ▾	Do not show ASL videos ▾
Closed Captioning ?	Closed Captioning Not Av ▾	⊗	⊗
Non-Embedded Designated Supports ?	None selected ▾	None selected ▾	None selected ▾
Non-Embedded Accommodations ?	None selected ▾	None selected ▾	None selected ▾
Print On Demand ?	None ▾	None ▾	None ▾

+ PerformanceTasks

- Test Eligibility

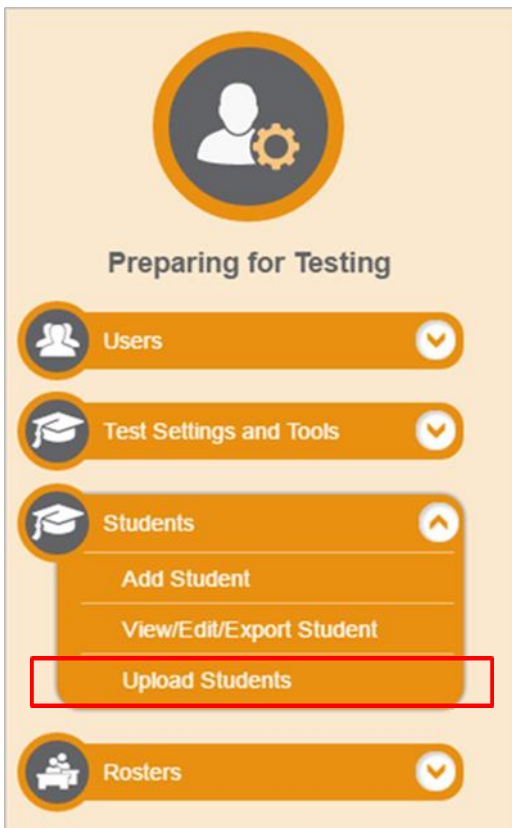
Paper Tester: -- Select a value -- ▾



Save

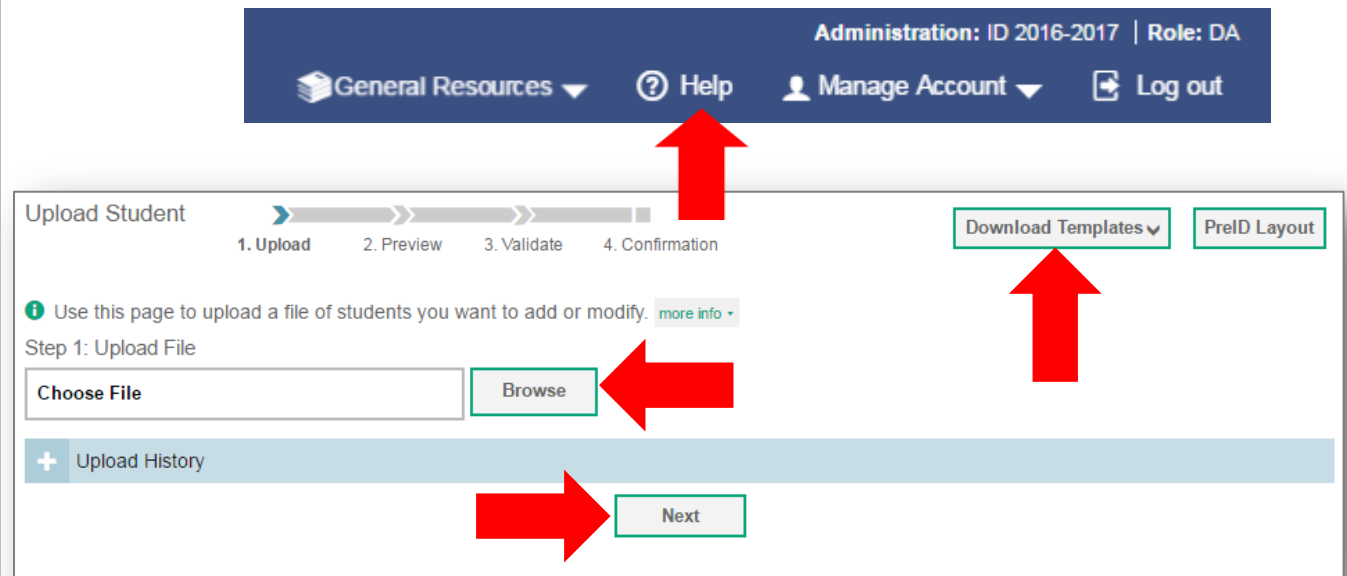
Cancel

Upload Students



Preparing for Testing

- Users
- Test Settings and Tools
- Students
 - Add Student
 - View/Edit/Export Student
 - Upload Students
- Rosters



Administration: ID 2016-2017 | Role: DA

General Resources ▾ ? Help Manage Account ▾ Log out

Upload Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Use this page to upload a file of students you want to add or modify. [more info](#)

Step 1: Upload File

Choose File Browse

+ Upload History

Next

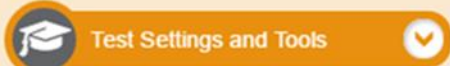
Download Templates ▾ PreID Layout

Red arrows indicate the flow: from the 'Help' link in the top navigation bar to the 'Browse' button, then to the 'Next' button, and finally to the 'Download Templates' dropdown menu.

Upload Students



Preparing for Testing



Add Student

View/Edit/Export Student

Upload Students



Upload Student

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Validation Report

Review the validation results, then click **Continue with Upload**. [more info](#)

Step 3: Validate


Legend: Error: The file can be uploaded, but this row will not be included. Warning: This field is invalid, but the row will be uploaded.

Row Number	Grade	Last Name	First Name	SSID	Birth Date	Gender	Section 504	English Language Learner	IDEA Indicator
1	3	Adams	John	9870022560	06/17/2005	Male	M	One Year or More	Yes
2	3	Smith	Abigail	1774721764	11/11/2006	Female	Yes	One Year or More	T
3	3	Washington/	George	9990005566	11/06/2006	Male	Yes	No	No
5	3	Madison	James	1030304764	03/16/2006	N	No	One Year or More	Yes
6	3	Todd	Dolley	9071849566	05/20/2006	Female	U	One Year or More	Yes
8	3	Jefferson	Thomas	1434713782	04/13/2006	Male	No	No	M
9	3	Quincy	John	1825015418	07/11/2006	Male	Yes	One Year or More	M

Continue with Upload **Upload Revised File** **Cancel**

Upload Students

Troubleshooting Tips

- Ensure all leading zeros are maintained in the files by formatting all numeric fields/cells in TEXT format. **NOTE:** If the original document is a CSV file, opening the document in Excel will cause the leading zeros to be wiped out. To retain them, continue to open the file using CSV format.
- Ensure dates are formatted properly using MMDDYYYY (no spaces or dashes). **NOTE:** If using the template in TIDE, an error message will appear if the correct format is not entered in these fields.
- Ensure all values contain only the acceptable values for the field you are trying to enter. When in doubt, select the  **Help** button in the Upload pages in TIDE or refer to **Table 6** (for Student Upload values) in the TIDE user guide for a list of acceptable values.

Upload Students

Troubleshooting Tips

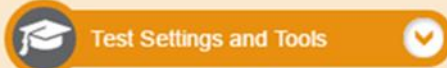
Beginning this year, the **Limited English Proficiency (LEP) Status** field will require the following values:

- L1, LE, EW, X1, X2, FL, No, SO. The LEP Status field is a required field. The codes entered here should match the data entered into ISEE. Please contact Nancy at the SDE if you have any questions concerning these values. As a reminder, these fields indicate the following:
 - L1: Receiving LEP Services and new to a US school in the last 12 months
 - LE: Continuing LEP Services
 - EW: English Learner; services waived or refused
 - X1: Exited – 1st Year
 - X2: Exited – 2nd Year
 - FL: Was formerly receiving LEP services, no longer monitored
 - No: Does not / has not received LEP Services
 - SO: Screened Out

View/Edit/Export Student



Preparing for Testing



Add Student

View/Edit/Export Student

Upload Students



View/Edit/Export Student

Use this page to view, edit, or export students. [more info](#)

Search Students

*District: Demo district 9999 - 9999

Student's Last Name:

*School: All Schools

Student's First Name:

EDUID:

Grade: -- Select a value --

Advanced Search

Search Fields: Birth Date (MMDDYYYY)

Birth Date (MMDDYYYY):

Add

Additional Criteria Chosen:

☐ Gender: Male

☐ Color Contrast:

ELA: Black on White

ELA-PT: Black on White

Mathematics: Black on White

Remove All

Remove Selected

Search

View/Edit/Export Student

The screenshot shows the AIR system interface. At the top, there are navigation tabs: 'Preparing for Testing', 'Administering Tests', and 'After Testing'. Below these is a search bar labeled 'Find Student by ID'. A navigation bar contains 'Users', 'Students', 'Test Settings and Tools', and 'Rosters'. The main heading is 'View/Edit/Export Students'. Below this is a message: 'Use this page to view, edit, or export students. [more info](#)'. A red arrow points to a '+ Search Students' button. Below the button are three icons: a printer, a share icon, and a trash can. A search bar with the placeholder 'Enter search terms to filter search results' is on the right. Below the search bar, it says 'Number of students found: 409'. A table lists student information with columns for 'Edit', 'School Information' (District, School IRN), 'Student Information' (EDUID, Student's Last Name, Student's First Name, Middle Name, Gender, Birth Date (MMDDYYYY), Grade), and a checkbox. A red arrow points to the 'Edit' icon in the first row of the table.

	Edit	School Information		Student Information						
		District	School IRN	EDUID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input checked="" type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03
<input type="checkbox"/>		9997	9997_999701	08011986				Male		03

View/Edit/Export Student

[Find Student by ID](#)

[Users](#)
[Students](#)
[Test Settings and Tools](#)
[Rosters](#)

View/Edit/Export Students

Use this page to view, edit, or export students. [more info](#)

+ Search Students

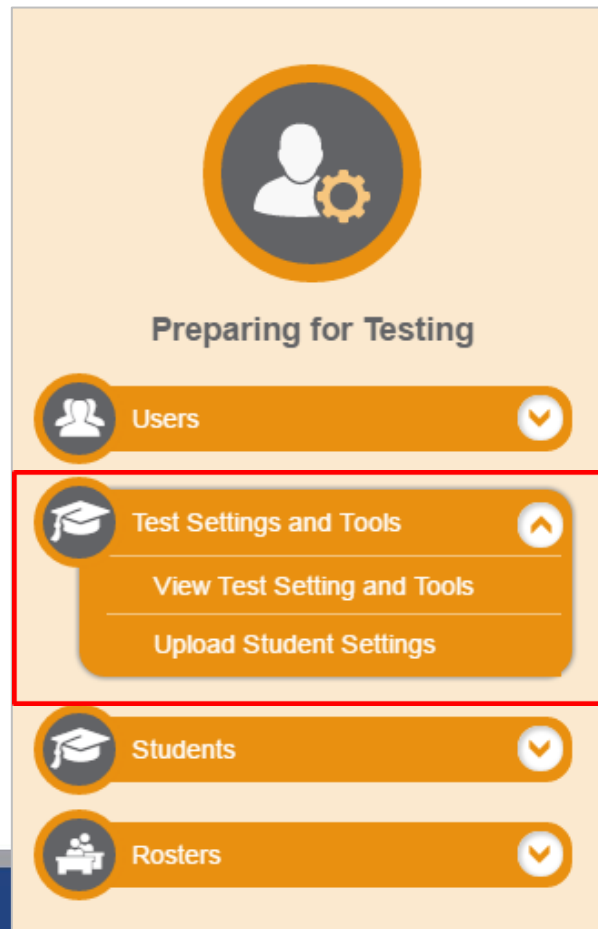
Move to Other School

Number of students found: 409

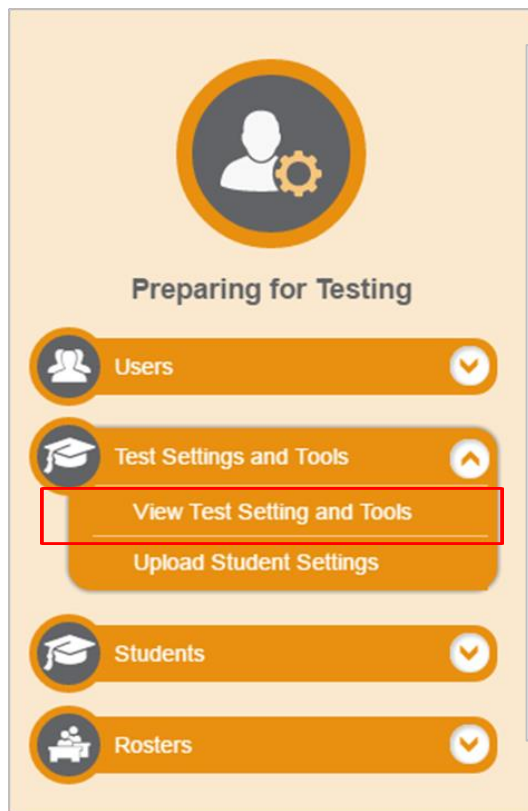
Enter search terms to filter search results

	Edit	School Information		Student Information						
		District	School IRN	EDUID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03

Test Settings and Tools



View/Edit/Export Test Settings and Tools



Preparing for Testing

- Users
- Test Settings and Tools
 - View Test Setting and Tools**
 - Upload Student Settings
- Students
- Rosters

View Test Setting and Tools

Search Students

*District: Demo district 9999 - 9999

*School: All Schools

EDUID:

Student's Last Name:

Student's First Name:

Grade: -- Select a value --

Advanced Search

Search Fields: Birth Date (MMDDYYYY)

Birth Date (MMDDYYYY):

Add

Additional Criteria Chosen:

- ☐ Print On Demand:
- ELA: Passages and Items
- ELA-PT:
- Mathematics:

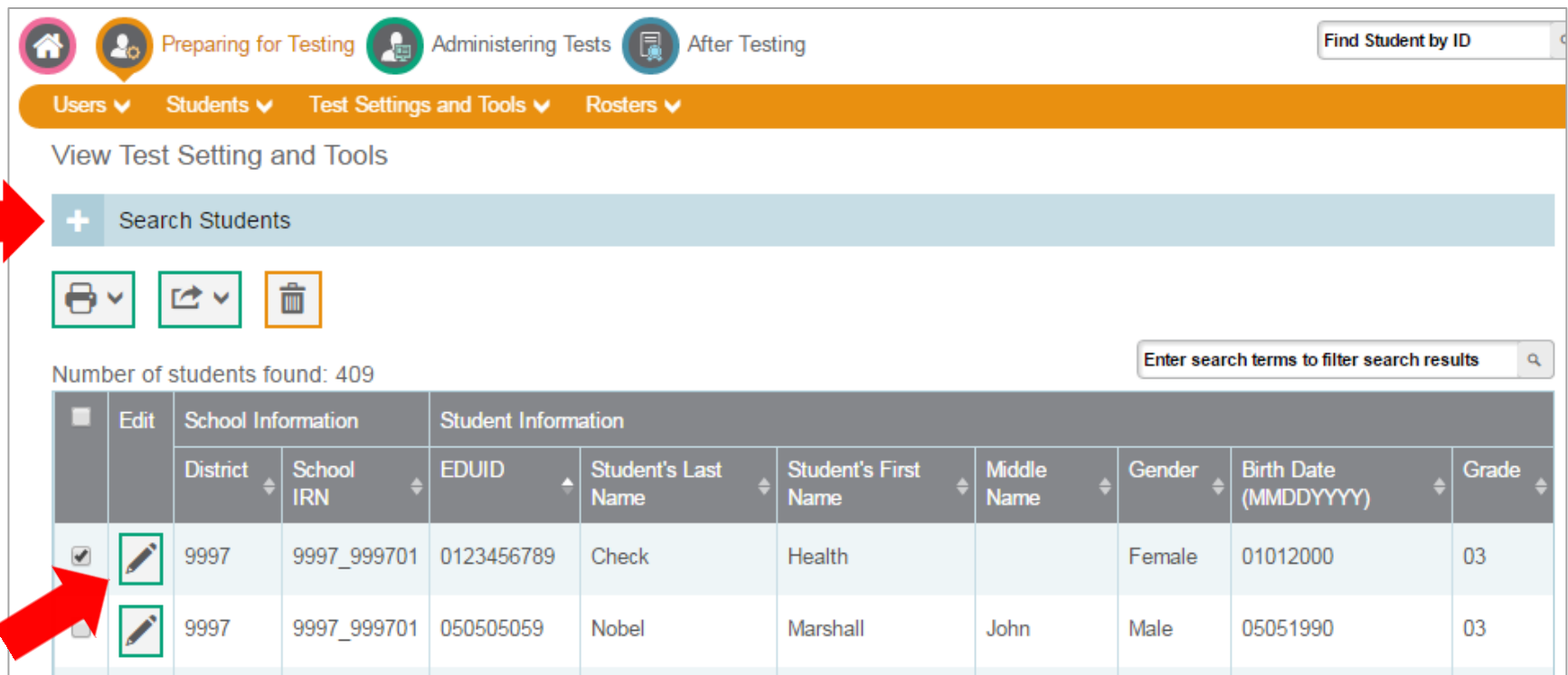
Remove All

Remove Selected



Search

View/Edit/Export

Test Settings and Tools



The screenshot displays the AIR system interface. At the top, there are navigation icons for Home, Preparing for Testing, Administering Tests, and After Testing. Below these are tabs for Users, Students, Test Settings and Tools (selected), and Rosters. A search bar labeled 'Find Student by ID' is in the top right. The main heading is 'View Test Setting and Tools'. Below this is a 'Search Students' button, highlighted by a red arrow. Underneath are icons for Print, Export, and Delete. A message states 'Number of students found: 409'. A search filter box is on the right. The main table has columns for Edit, School Information (District, School IRN), and Student Information (EDUID, Student's Last Name, Student's First Name, Middle Name, Gender, Birth Date, Grade). The first two rows of data are visible. The first row has a red arrow pointing to the 'Edit' icon.

	Edit	School Information		Student Information						
		District	School IRN	EDUID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03

View/Edit/Export Test Settings and Tools




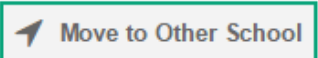
Home Preparing for Testing Administering Tests After Testing

Find Student by ID

Users ▾ Students ▾ Test Settings and Tools ▾ Rosters ▾



View Test Setting and Tools

+ Search Students


   

Number of students found: 409

Enter search terms to filter search results

<input type="checkbox"/>	Edit	School Information		Student Information						
		District ▾	School IRN ▾	EDUID ▾	Student's Last Name ▾	Student's First Name ▾	Middle Name ▾	Gender ▾	Birth Date (MMDDYYYY) ▾	Grade ▾
<input checked="" type="checkbox"/>		9997	9997_999701	0123456789	Check	Health		Female	01012000	03
<input type="checkbox"/>		9997	9997_999701	050505059	Nobel	Marshall	John	Male	05051990	03

Upload Test Settings and Tools



Preparing for Testing

- Users
- Students
- Test Settings and Tools**
 - View/Edit/Export Test Settings and Tools
 - Upload Test Settings and Tools**
- Rosters
- Paper Ordering
- Test Windows

Upload Test Settings and Tools

1. Upload 2. Preview 3. Validate 4. Confirmation

Download Templates

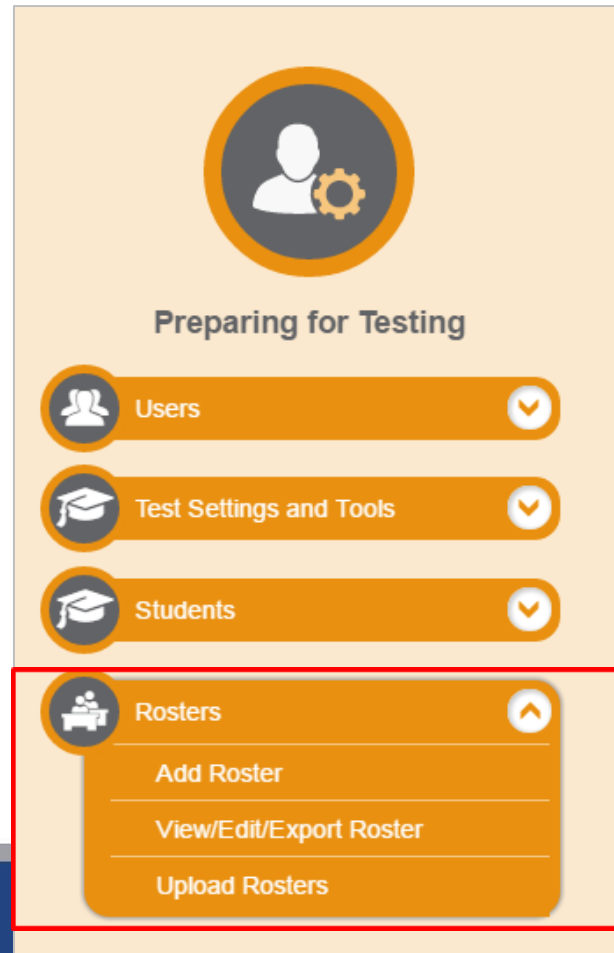
Use this page to upload a file of student test settings and tools you want to add or modify. [more info](#)

Step 1: Upload File

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
TestSettings1.xlsx	12/05/2015 10:40 AM	Processed	Download (75)	N/A	Download
TestSettings2.xlsx	12/07/2015 1:30 PM	Started	N/A	N/A	Download

Rosters



Add Roster



Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters
- Add Roster**
- View/Edit/Export Roster
- Upload Rosters

Add Roster

Use this page to add rosters. [more info](#)

[Save](#) [Cancel](#)

Roster Information

*District: Roster Name:

*School: Teacher Name:

Test Settings and Tools

Test Settings and Tools:

Zoom: ☐ Level 1 ☐ Level 2

[Add](#)

Additional Criteria Chosen:

☐ Strikethrough: Yes ☐ Highlighter: No

[Remove All](#) [Remove Selected](#)

Additional Filters

Grade: Students Added to School Since:

[Search Students](#)

Add Roster



Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters
 - Add Roster
 - View/Edit/Export Roster
 - Upload Rosters

Available Students (8)				Students in Roster (4)			
<input type="checkbox"/>	Grade 3	Washington, George	9990009010	<input type="checkbox"/>	Grade 3	Doe, Jane	9990009012
<input type="checkbox"/>	Grade 3	Adams, John	9990009019	<input type="checkbox"/>	Grade 3	Doe, John	9990009011
<input type="checkbox"/>	Grade 3	Jefferson, Thomas	9990009018	<input type="checkbox"/>	Grade 3	Doe, Janet	9990009009
<input type="checkbox"/>	Grade 3	Madison, James	9990009017	<input type="checkbox"/>	Grade 3	Doe, Jake	99900090...
<input type="checkbox"/>	Grade 3	Monroe, James	9990009016				
<input type="checkbox"/>	Grade 3	Jackson, Andrew	9990009015				
<input type="checkbox"/>	Grade 3	Harrison, William	9990009014				
<input type="checkbox"/>	Grade 3	Taylor, Zachary	99900090...				


Add All

Add Selected


Remove All


Remove Selected


Upload Rosters




Preparing for Testing

 Users

 Test Settings and Tools

 Students

 Rosters

Add Roster

View/Edit/Export Roster

Upload Rosters

Upload Roster

1. Upload

2. Preview

3. Validate

4. Confirmation

Download Templates

Use this page to upload a file of rosters you want to add or modify. [more info](#)

Step 1: Upload File

Choose File

Browse

Upload History

File name	Date Uploaded	Status	Records Processed	Records Rejected	Validation Report
RosterNames.xlsx	12/10/2015 11:25 AM	Processed	Download (125)	N/A	Download
DistrictRoster.xlsx	12/11/2015 01:40 PM	Processed	Download (94)	N/A	Download

Next

View/Edit/Export Rosters



Preparing for Testing

- Users
- Test Settings and Tools
- Students
- Rosters
 - Add Roster
 - View/Edit/Export Roster**
 - Upload Rosters

View/Edit/Export Roster

Use this page to view, edit, or export rosters. [more info](#)

Search for Rosters to Edit

*District: Waterhaven District

*School: Reflection Academy

Search

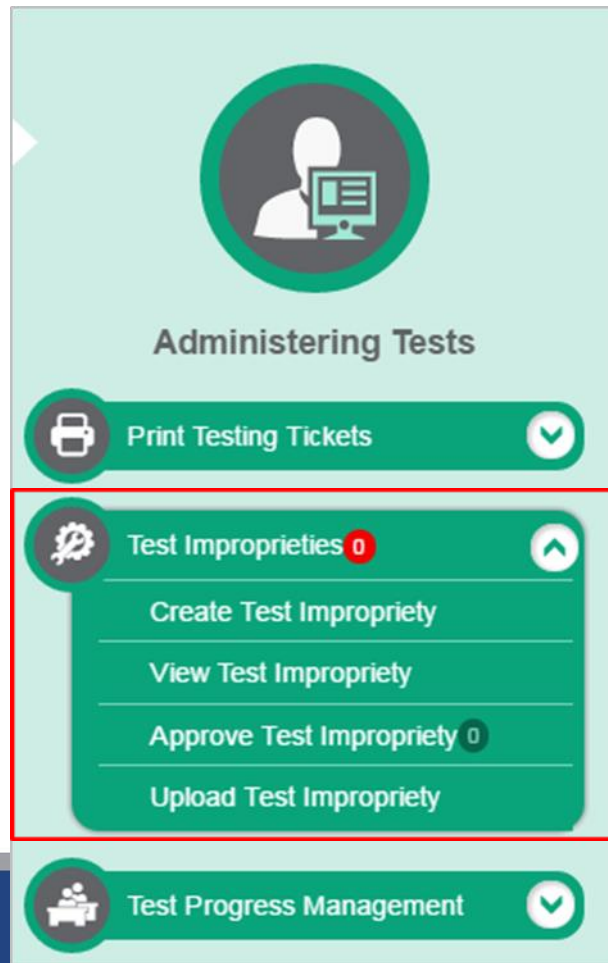


Note: You may only print 10 rosters at a time.


Number of rosters found: 8

	Edit	Roster Name	Subject	Grades in Roster	Number of Students
<input checked="" type="checkbox"/>		Smith, B - Reading	Reading	3	19
<input type="checkbox"/>		Garcia, M - Math	Math	3	30
<input type="checkbox"/>		Brown, C - Science	Science	3	24







Test Improperities



Monitoring Test Progress



Administering Tests

-  **Print Testing Tickets** 
-  **Test Improperities** 
-  **Test Progress Management** 
 - Plan and Manage Testing
 - Test Completion Rates
 - Test Status Code Report

Plan and Manage Testing



Administering Tests



Print Testing Tickets



Test Improprieties



Test Progress Management



Plan and Manage Testing

Test Completion Rates

Test Status Code Report

Plan and Manage Testing

Use this page to view students' current testing information. [more info](#)

Report Criteria

Step 1: Choose What

Test: - Select -

Enrolled Grade: All

Administration: 2015-2016

Test Settings: All

Test Name: All

Step 2: Choose Who

District: - Select -

School: - Select -

Personnel: None selected

Step 3: Get Specific

☐ Students who have completed 1st opportunity in the selected administration

☐ Students on their 1st opportunity in the selected administration, and have a status of any

Students whose most recent sessionID was Session ID (optional) between

☐ 5/2/2016 and 5/2/2016

Generate Report

Export Report

Plan and Manage Testing



Administering Tests



Print Testing Tickets



Test Improperities



Test Progress Management



Plan and Manage Testing

Test Completion Rates

Test Status Code Report

Plan and Manage Testing

Use this page to view students' current testing information. [more info](#)

+ Report Criteria



Number of records found: 2

Name	SSID	Enrolled Grade	Restricted Subjects	Current LEP	Test	Language	Oppor
Smith, Ben	9999992563	03	ELA	N	Grade 3 Science	ENU	1
Garcia, Matt	9999992311	03	Social Sciences	Y	Grade 3 Mathematics	ENU	1



Plan and Manage Testing

- Which students have not yet tested?

☐ Students who **have** **completed** **1st** opportunity in the selected administration

- Which students have paused tests?

☐ Students on their **1st** opportunity in the selected administration, and have a status of **paused**

- Did all the students in a test session submit their tests?

☐ Students whose most recent **sessionID** was **Session ID (optional)** between **5/2/2016** and **5/2/2016**

Test Completion Rates



Administering Tests



Print Testing Tickets



Test Improperities



Test Progress Management



Plan and Manage Testing

Test Completion Rates

Test Status Code Report

Test Completion Rates

Use this page to view test completion rates. [more info](#)

Report Criteria

Report: - Select -

School: - Select -

District: Waterhaven District

Test Name: - Select -

Generate Report

Export Report



Number of records found: 2

Date	Test Name	Opportunity	Total Student	Total Student Started	Total Student Completed	Percent Started	Percent Completed
02/08/2016	Grade 1 ELPA21 All Domains	1	7842	0	0	0.00%	0.00%
02/08/2016	Grade 1 ELPA21 Listening	03	31	0	0	0.00%	0.00%

Test Status Code Report



Administering Tests



Print Testing Tickets



Test Improprieties



Test Progress Management



Plan and Manage Testing

Test Completion Rates

State Participation Counts

Test Status Code Report

Test Status Code Report

i Use this page to view students' test statuses and special codes. [more info](#)

Report Criteria

Test: Smarter ICA

Administration: 2016-2017

Generate Report

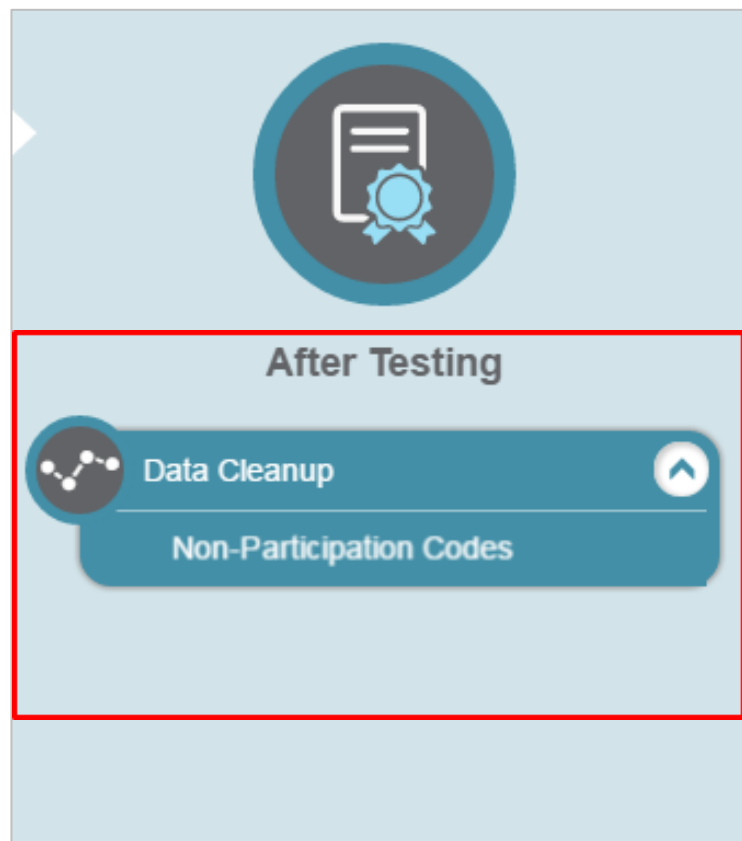
Export Report



Number of records found: 2

Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
Washington, George	1234567890	Grade 3 ELA Summative		01/15/16	ky75321p	9998_01	Demo inst 9999
Lincoln, Abraham	98876543F	Grade 6 ELA Summative		01/15/16	fr78900w	9998_02	Demo inst 9999

Data Cleanup



Non-Participation Codes

- A non-participation event occurs when a student does not take a test as scheduled.
- You assign a code to explain the non-participation.
- Non-participation codes persist until they are changed.
- Non-participation codes may also be referred to as *special codes*, depending on the terminology used in your system.

Non-Participation Codes



After Testing

Data Cleanup

Non-Participation Codes

Non-Participation Codes

Use this page to enter codes explaining a student's non-participation. [more info](#)

Search for Non-Participation Codes to Edit

*District: Waterhaven District

Last Name:

*School: All Schools

First Name:

*EDUID:

Assessed Grade: - Select -

Additional Search

Search Fields: Gender

Gender: ☐ Female

☐ Male

Add

Additional Criteria Chosen:

☐ Print on Demand: Yes

☐ Streamlined ELA: Yes

☐ Streamlined ELAPT: Yes

Remove All


Remove Selected

Search

Number of students found: 10

<input type="checkbox"/>	Edit	District	School	SSID	Last Name	First Name	Middle Name	Gender	Assessed Grade	Confirmation Code
<input checked="" type="checkbox"/>		Waterhaven District - 9873	Reflection Academy - 9873_4086	9990005566	Washington	George	William	Male	02	ABC-09808999
<input type="checkbox"/>		Waterhaven District - 9873	Reflection Academy - 9873_4086	9870022560	Adams	John	Mark	Male	02	ABC-09808954

Non-Participation Codes



After Testing

Data Cleanup

Non-Participation Codes

Edit Non-Participation Codes

Use this form to add or modify a student's non-participation codes. [more info](#)

[Save](#) [Cancel](#)

Student Information

District: 9999 - Demo district 9999 Middle Name: demomiddle
School: 9999_9998 - Demo inst 9998 Gender: M
EDUID: 900105649 Birth Date (MMDDYYYY): 01012001
Student's Last Name: demolast Grade: 04
Student's First Name: demofirst

Special Codes

Special Codes

Grade 4 ELA Summative CAT:

Grade 4 Math Summative CAT:

[Save](#) [Cancel](#)

Thank You!

Next Webinar

All you want to know about Interim Assessments 2016

Tuesday, October 4 12:00-1:00 Mountain Time

Registration

URL: <https://attendee.gotowebinar.com/register/3426660251249223682>

Subscribe to SDE's Assessment Newsletter:

URL: <http://www.sde.idaho.gov/assessment/assessment-info/index.html>

Subscribe on Edmodo:

Idaho Assessment Users Community2016-2017

URL: <https://www.edmodo.com/home#group?id=10937619>

Join Code: bd6m3d

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IDHelpDesk@air.org